

Effective 31 October 1997

Personnel—General

United States Army Recruiting Command Liaison Noncommissioned Officer at United States Army Reception Battalion

This UPDATE printing publishes a revised regulation which is effective 31 October 1997. Because of the extensive changes made, no attempt has been made to highlight changed material.

For the Commander:

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Summary. This regulation establishes policies and procedures governing the United States Army Recruiting Command Liaison Noncommissioned Officer Program, to include assignment criteria, duties, responsibilities, and support requirements.

Applicability. This regulation applies to all members and activities of this command.

Impact on New Manning System. This regula-

tion does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements of DA Form 2028 (Recommended

Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution C. This regulation is published in the Recruiting Brigade and Battalion Operations UPDATE.

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Glossary

1. Purpose

This regulation establishes policies and proce-

dures governing the United States Army Recruiting Command (USAREC) Liaison Noncommissioned Officer (LNCO) Program, to include assignment criteria, duties, responsibilities, and support requirements.

2. References

For required and related publications and blank forms see appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. General

USAREC LNCO are located at those Army installations with a United States Army Reception Battalion (USARECBN) as mutually agreed upon by the Commanding General (CG), United States Army Training and Doctrine Command (TRADOC), and the CG USAREC. USAREC LNCO are assigned to Headquarters, United States Army Recruiting Command (HQ USAREC), Recruiting Operations Directorate, with duty at their respective installations. Due to the nature of their duties USAREC LNCO will not be assigned additional duties or placed on duty rosters (e.g., staff duty noncommissioned officer, charge of quarters, etc.) by the USARECBN.

5. Mission

- a. The primary mission of the USAREC

LNCO is to reduce attrition of Army soldiers. This is accomplished by serving as the USAREC quality control representative in detecting and resolving unfulfilled, erroneous, or fraudulent enlistments at the USARECBN, and by the renegotiation of enlistment options if the soldier is qualified.

b. The secondary mission of the LNCO is to assist and advise the installation commander and his or her staff, training brigade and battalion commanders and their staffs, and the USARECBN commander on matters pertaining to the enlistment process. These duties include, but are not limited to the following:

(1) When requested, ascertaining if recruiting regulations were followed and, if not, if recruiting improprieties (RI) are involved.

(2) Maintaining liaison with training centers; Headquarters, Department of the Army; United States Army Forces Command; TRADOC; Office of the Chief, Army Reserve; and the Major United States Army Reserve Commands. Assisting in resolving recruiting-related problems under the provisions of AR 601-210.

c. Additional missions include, but are not limited to the following:

(1) Providing analysis and reports pertaining to erroneous and/or fraudulent enlistment processing procedures, trends, and feedback to the command.

(2) Each responsible recruiting brigade (Rctg Bde) and recruiting battalion (Rctg Bn) will be sent a copy of USAREC FL 153 (Erroneous

*This regulation supersedes USAREC Regulation 600-8, 23 March 1993.

Enlistment Report) as an erroneous or fraudulent enlistment error is discovered.

(3) Advising the Director of Recruiting Operations of activities, policies, and procedures of the USARECBN and training installation which may have an impact on the command.

(4) Serving as a link between USAREC and TRADOC on recruiting-related matters identified at the training base.

6. Responsibilities

a. Director of Recruiting Operations will:

(1) Have the overall responsibility for the USAREC LNCO Program.

(2) Coordinate with the Personnel Directorate for fill of projected or unprogrammed vacancies.

(3) Make the selection of noncommissioned officers (NCO) assigned to the USAREC LNCO Program and coordinate with the Enlisted Personnel Management Branch, Personnel Directorate, for processing associated with reassignment actions.

b. Chief of Plans, Policy, and Programs Division, Recruiting Operations Directorate, will:

(1) Have the operational and administrative control of the USAREC LNCO Program.

(2) Maintain DA Form 2166-7 (Noncommissioned Officer Evaluation Report (NCO-ER)) and DA Form 2166-7-1 (NCO Counseling Checklist/Record) on all USAREC LNCO.

(3) Conduct staff visits to each LNCO office.

(4) Consolidate quarterly erroneous enlistment data for reporting to Command Group and Rctg Bde and Rctg Bn commanders.

c. Recruiting Impropriety and Investigation Division, Recruiting Operations Directorate, will review USAREC Fm 315 (Report of Alleged or Suspected Recruiting Impropriety) submitted by the LNCO and monitor inquiries and investigations of alleged RI as outlined in USAREC Reg 601-45.

d. Director for Personnel will submit records of nominees or volunteers for assignment as LNCO to be reviewed by Director of Recruiting Operations, who will make final recommendations and forward requests for orders to Director for Personnel.

e. Director of Information Management is responsible for mail and distribution. The senior LNCO will determine the most effective means of receiving mail and correspondence. Coordination will be made with the Administrative Services Branch, Information Management Directorate at (502) 626-0034 who will ensure that each LNCO receives all "A" and "Y" USAREC publications.

f. Rctg Bde operations officers (S-3) will:

(1) Ensure each USAREC Fm 315 or RI has been reported to the Rctg Bn executive officer (XO) or the brigade judge advocate for appropriate action as outlined in USAREC Reg 601-45.

(2) Review the monthly Recruiting Operations LNCO Error Report to be aware of current enlistment processing errors within the command and provide the Rctg Bn guidance coun-

selor (GC) training to correct the continued errors.

(3) Maintain Erroneous Enlistment Reports (EER) in accordance with AR 25-400-2, file number 601-210h (Erroneous Enlistment Reports).

g. Rctg Bn S-3 will:

(1) Ensure each USAREC Fm 315 has been reported to the Rctg Bn XO for appropriate action as outlined in USAREC Reg 601-45.

(2) Review the monthly Recruiting Operations LNCO Error Report to be aware of current enlistment processing errors within the command and provide training guidance to the Rctg Bn S-3 to ensure the continued errors are corrected.

(3) Maintain EER in accordance with AR 25-400-2, file number 601-210h (Erroneous Enlistment Reports).

(4) Maintain an error (EER) folder for each GC assigned to the Rctg Bn operations section.

(a) Senior guidance counselors or senior operations NCO (when the error is committed by the senior guidance counselor) will provide immediate corrective training on each error report received and reply in writing to the Rctg Bn S-3 that training has been accomplished. Errors should be considered during noncommissioned officer evaluation rating counseling.

(b) Rctg Bn S-3 will maintain a copy of the training report in the error folder. Errors should be considered during noncommissioned officer evaluation rating counseling.

(5) Comply with requirements of appendix G when processing applicants for flight physicals.

(6) Ensure logistical support is provided to designated LNCO offices as indicated below and in appendix E:

(a) Rctg Bn Nashville—Fort Knox.

(b) Rctg Bn Atlanta—Fort Benning.

(c) Rctg Bn St. Louis—Fort Leonard Wood.

(d) Rctg Bn Columbia—Fort Jackson.

(e) Rctg Bn Montgomery—Fort Rucker and Fort McClellan.

(f) Rctg Bn San Antonio—Lackland Air Force Base, Texas.

(g) Rctg Bn Oklahoma City—Fort Sill.

7. Selection criteria

a. The following are prerequisites for assignment as a USAREC LNCO:

(1) Possess primary military occupational specialty of 79R. A secondary administrative military occupational specialty (MOS) is desired, but not required.

(2) In grade staff sergeant (promotable) or sergeant first class.

(3) Recent experience (within 30 months) as a GC and awarded MOS 79RXXV7.

(4) Successful completion of USAREC'S Recruiting and Retention GC Course with certificate of training.

(5) Recommendation by the Rctg Bn chain of command.

(6) Previous experience in one or more of the following areas is desired:

(a) Rctg Bde or Rctg Bn operations NCO.

(b) Recruiting station commander (limited-production station commander).

(7) Gold Recruiting Badge or higher award.

(8) Self-motivated and able to perform assigned duties with minimum supervision.

(9) Articulate, exhibit outstanding military bearing, and demonstrate exceptional professionalism.

(10) Impeccable moral character, with no family or financial problems that could impact on performance.

(11) Meet height and weight standards in accordance with AR 600-9.

b. Normal tour of duty for LNCO will be 36 months.

c. Individuals considered for selection will be interviewed by the Chief of Plans, Policy, and Programs Division, Recruiting Operations Directorate.

8. Duties of the LNCO

a. Appendixes B through J outline general duties of the LNCO.

b. Each LNCO office will conform to the procedures outlined in the appendixes. However, since the operation of each LNCO office will vary depending on the procedures used at the training installation, each senior LNCO will be required to modify operational procedures to assure that the overall mission of the LNCO office is accomplished.

Appendix A References

Section I Related Publications

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

AR 58-1

Management, Acquisition, and Use of Administrative Use Motor Vehicles.

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

AR 135-178

Separation of Enlisted Personnel.

AR 135-180

Qualifying Service for Retired Pay Nonregular Service.

AR 135-200

Active Duty for Training, Annual Training, and Active Duty for Special Work of Individual Soldiers.

AR 135-205

Enlisted Personnel Management.

AR 135-210

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-Up, Partial or Full Mobilization.

AR 140-1

Mission, Organization, and Training.

AR 140-10

Assignments, Attachments, Details, and Transfers.

AR 140-111

U.S. Army Reserve Reenlistment Program.

AR 140-158

Enlisted Personnel Classification, Promotion, and Reduction.

AR 380-19

Information Systems Security.

AR 385-55

Prevention of Motor Vehicle Accidents.

AR 600-9

The Army Weight Control Program.

AR 601-1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command.

AR 601-210

Regular Army and Army Reserve Enlistment

Program.

AR 601-270

Military Entrance Processing Stations (MEPS).

AR 601-280

Army Retention Program.

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialty.

AR 612-201

Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers.

AR 614-200

Selection of Enlisted Soldiers for Training and Assignment.

AR 623-205

Enlisted Evaluation Reporting System.

AR 635-5

Separation Documents.

AR 635-5-1

Separation Program Designators (SPD Codes).

AR 635-200

Enlisted Personnel.

DA Pam 25-30

Consolidated Index of Publications and Blank Forms.

DA Pam 351-4

Army Formal Schools Catalog.

USAREC Reg 25-1

Information Resources Management Program.

USAREC Reg 25-10

Telecommunications Management.

USAREC Reg 37-14

Travel and Conferences.

USAREC Reg 56-1

Management of Government-Owned Vehicles.

USAREC Reg 350-7

Recruiting Station Production Management System.

USAREC Reg 600-22

Assignment of Enlistment Processing Responsibility.

USAREC Reg 600-25

Prohibited and Regulated Activities.

USAREC Reg 601-45

Recruiting Improprieties Policies and Procedures.

USAREC Reg 601-73

Missioning Procedures.

USAREC Reg 601-91

Officer Candidate School and Warrant Officer Flight Training Programs.

USAREC Reg 601-96

Guidance Counselor Procedures.

USAREC Reg 601-103

Hometown Recruiter Assistance Program.

USAREC Pam 350-2

Recruiter Handbook.

USMEPCOM Reg 601-23

Enlistment Processing.

USMEPCOM Reg 611-1

Enlistment Qualification Tests.

USMEPCOM Reg 611-3

Testing Quality Assurance Program.

Section II

Required Forms

USAREC Fm 315

Report of Alleged or Suspected Recruiting Impropropriety.

USAREC Fm 1146

RA and USAR Inquiries to the USAREC LNCO.

USAREC Fm 1147

USAREC Liaison NCO Matrix.

USAREC Fm 1148

USAREC Liaison NCO Monthly Report.

USAREC FL 153

Erroneous Enlistment Report.

USAREC Label 16

Flight Physical Cover Sheet.

Section III

Related Forms

DA Form 200

Transmittal Letter.

DA Form 2166-7

Noncommissioned Officer Evaluation Report (NCO-ER.)

DA Form 2166-7-1

NCO Counseling Checklist/Record.

DA Form 2823

Sworn Statement.

DA Form 3286 series

Statements for Enlistment.

DA Form 3881

Rights Warning Procedure/Waiver Certificate.

DA Form 4187
Personnel Action.

DD Form 4 series
Enlistment/Reenlistment Document - Armed Forces of the United States.

DD Form 1351-2
Travel Voucher or Subvoucher.

DD Form 1966 series
Record of Military Processing - Armed Forces of the United States.

DIS Form 1
Rap Sheet.

SF 86
Questionnaire for National Security Positions.

SF 88
Report of Medical Examination.

SF 93
Report of Medical History.

USAREC Fm 1055
No ENTNAC Results Returned Log.

USAREC Fm 1072
Guidance Counselor Message Log.

USAREC OP 1
HRAP (DA Form 4187).

Appendix B

Duties of the Liaison Noncommissioned Officer

B-1. General

The purpose of the LNCO is to serve as a representative of the CG USAREC, and to provide liaison between the USARECBN and all USAREC elements concerning problems relating to the processing and enlistment of personnel into the Army. Duties of the USAREC LNCO are listed below.

B-2. Advisor

The USAREC LNCO will:

- a. Act as an advisor to the USARECBN commander on recruiting policies and procedures.
- b. Perform liaison and coordinate problems between the USARECBN and Military Entrance Processing Stations and Rctg Bn commanders and subordinate elements as required.
- c. Maintain close contact with the post adjutant general, inspector general, staff judge advocate, and HQ USAREC Recruiting Improprity and Investigation Division, Recruiting Operations Directorate, concerning recruiting matters.

B-3. Problem resolution

The USAREC LNCO will:

- a. Resolve defective, unfulfilled, or erroneous enlistments pertaining to new soldiers caused by recruiting personnel, civilians, and/or enlistment processing errors. Report all administrative errors (defined in the glossary), waivers required to complete enlistment, discharge, or separation using USAREC FL 153 to HQ USAREC (RCRO-PP) and the appropriate Rctg Bde and Rctg Bn S-3 via mail within 3 working days.
- b. Maintain USAREC Fm 1146 (RA and USAR Inquiries to the USAREC LNCO) (see fig B-1) for all soldiers who visit the USAREC LNCO.
- c. Maintain records, references, and historical files on reportable errors in accordance with AR 25-400-2, file number 601-210h (Erroneous Enlistment Reports). Include at a minimum, before and after copies of affected documents, waiver statements, and Recruit Quota System (REQUEST) printout.
- d. Record, log, and process all alleged RI identified at training installations in accordance with appendix D.
- e. Conduct interviews with soldiers concerning alleged RI, enlistment option or MOS eligibility, recruiter or GC errors, improprieties, and fraudulent enlistments when requested to determine the validity of each case. Appendixes C and D outline procedures for forwarding these cases to HQ USAREC for further evaluation, corrective action, or investigation.
- f. Not become involved in procedures or actions which are clearly within the purview of the commander or military personnel office of the soldier concerned; however, the LNCO may act as an advisor in such cases upon request.
- g. For United States Army Reserve soldiers,

the USAREC LNCO is responsible for only those problems discovered during USARECBN processing. All others will be referred to the TRADOC LNCO.

B-4. Reporting

- a. Provide reports of alleged RI (using USAREC Fm 315) to the Chief of Recruiting Improprity and Investigation Division and Chief of Plans, Policy, and Programs Division. Once cleared, forward a copy of the alleged RI to the Rctg Bde and Rctg Bn S-3.
- b. Forward copy of USAREC FL 153 to HQ USAREC (RCRO-PP) and the Rctg Bde and Rctg Bn S-3 via mail within 3 days.
- c. Provide USAREC Fm 1148 (USAREC Liaison NCO Monthly Report) (see fig B-2) to HQ USAREC (RCRO-PP) by the 15th of each month. These reports will include:
 - (1) The number of USAREC Fm 315 issued during the previous calendar month.
 - (2) The number of USAREC FL 153 issued during the previous calendar month.
 - (3) The number of Hometown Recruiter Assistance Program (HRAP) briefings completed during the previous calendar month.
 - (4) The TRADOC Discharge Report (by name) for the previous calendar month.
 - (5) Any recurring problems (with suggested solutions).
 - (6) Any changes occurring at the USARECBN or with the MOS training at the TRADOC installation.
 - (7) Other items as required.
- d. Each USAREC LNCO office will run the REQUEST RCTNEWS message program daily.
 - (1) Maintain a copy of each REQUEST, RECUSAR, DA-AA, and DA-REP messages.
 - (2) Maintain messages in a 3-ring binder for 3 years. Destroy after 3 years. Maintain an index using USAREC Fm 1072 (Guidance Counselor Message Log) (see fig B-3) for each binder.

B-5. Assistance

The USAREC LNCO will:

- a. Assist in surveys of basic training, advanced individual training (AIT), and one station unit training soldiers as required by HQ USAREC.
- b. Conduct briefings on USAREC liaison operations and USARECBN procedures to visitors utilizing USAREC Fm 1147 (USAREC Liaison NCO Matrix) (see fig B-4).
- c. Be prepared to make formal presentations or provide briefings on USARECBN problems during USAREC, Rctg Bde, and Rctg Bn seminars or conferences and various recruiting courses taught at Fort Jackson, South Carolina, or Fort Knox, Kentucky.
- d. Provide formal instruction to installation personnel on the mission and functions of USAREC and LNCO operations as requested. Such instruction may include demonstrations of the Joint Optical Information Network System and the Army Recruiting and Accession Data System.

e. Be encouraged to provide formal training to USARECBN personnel on the enlistment contracting process, etc.

f. Assist the USARECBN commander and training installation in the administration of the Soldier Disclosure Program and Moment of Truth by reviewing allegation packet for completeness and accuracy prior to forwarding to HQ USAREC (RCRO-RI), Fort Knox, KY 40121-2726.

B-6. Enlisted efficiency reports

All LNCO will be rated by the noncommissioned officer in charge (NCOIC) of Plans, Policy, and Programs Division, Recruiting Operations Directorate, HQ USAREC.

B-7. Performance

All LNCO will perform other duties as required by the Director of Recruiting Operations and the Chief of Plans, Policy, and Programs Division, Recruiting Operations Directorate, HQ USAREC.

(For use of this form see USAREC Reg 600-8)

CC= CHILD CUSTODY UF= UNPAID FINES LR= LOAN REPAYMENT MM= MISSING DOCUMENTS MOT= MOMENT OF TRUTH RK= INCORRECT RANK O= OTHER (EXPLAIN)

[illegible]

UPDATE • USAREC Reg 600-8

USAREC LIAISON NCO MONTHLY REPORT (For use of this form see USAREC 600-8)				INSTALLATION:		DATE:			
IMPROPRIETY REPORT (USAREC FM 315)		FY 95		FY 96		FY 97		AVERAGE	
1ST BRIGADE		2		8		5		5	
2D BRIGADE		3		6		4		4	
3D BRIGADE		5		9		3		6	
5TH BRIGADE		3		7		4		5	
6TH BRIGADE		5		10		3		6	
TOTALS		18		40		19		26	
USAREC FL 153 - COMMON ERRORS									
CURRENT MONTH	IMPROPER TERM OF SERVICE	MISSING PROMOTION DOCUMENTS, EDUCATION JROTC, 512'S, TRANSCRIPTS		INCORRECT ENLISTMENT ANNEXES		INCORRECT/ UNDOCUMENTED BONUS AMOUNTS			
PREVIOUS MONTH	IMPROPER TERM OF SERVICE	MISSING PROMOTION DOCUMENTS, EDUCATION JROTC, 512'S, TRANSCRIPTS		MISSING DA FORM 200 ON ENTNAC		MISSING DEPENDENCY DOCUMENTS		INCORRECT ENLISTMENT ANNEXES	
ENTRY LEVEL SEPARATIONS									
REASON	CURRENT MONTH		PREVIOUS MONTH		CURRENT FY		PREVIOUS FY		RENO'S BY BDE
MEDICAL (EPTS)	10		6		92		186		1ST
ASTHMA	4		3		28		39		2D
PERSONALITY DISORDER	0		2		7		5		3D
CONCEALMENT OF ARREST	0		0		0		0		5TH
ERRONEOUS ENLISTMENT	0		0		7		79		6TH
UNFULFILLED CONTRACTS	0		0		0		0		TOTAL
FRAUDULENT ENLISTMENT	0		0		5		5		
TOTAL	14		11		139		314		
TOTAL ARRIVALS	CURRENT MONTH		PREVIOUS MONTH		CURRENT FY		PREVIOUS FY		
	RA	USAR	RA	USAR	RA	USAR	RA	USAR	
	324	10	177	5	3695	347	7250	865	
USAREC OP 1	1ST BDE		2D BDE		3D BDE		5TH BDE		6TH BDE
CURRENT MONTH	1		2		2		3		3
FYTD	24		23		18		13		18
NUMBER OF SOLDIERS BRIEFED ON HRAP THIS MONTH: 324					FYTD: 3696				

USAREC Fm 1148, 1 Oct 97

Figure B-2. Sample of a completed USAREC Fm 1148

(For use of this form see USAREC Reg 601-96)

REQUEST (RA) ☐
 RECUSAR ☐
 Other ☐

CY: 97[illegible]

USAREC Fm 1072, 1 Apr 94

Figure B-3. Sample of a completed USAREC Fm 1072

USAREC Liaison NCO Matrix

(For use of this form see USAREC Reg 600-8)

MONTH	TOTAL ARRIVALS		IMPROPRIETY REPORTS BY BDE					ENTRY LEVEL SEPARATIONS							USAREC OP 1 (DA FORM 4187) RECEIVED				
	RA	USAR	1ST	2D	3D	5TH	6TH	EPTS	ASTHMA	PERSONALITY DISORDER	CONCEALED ARREST	ERRONEOUS ENLISTMENT	UNFULFILLED CONTRACT	FRAUD	1ST	2D	3D	5TH	6TH
OCT	324	107	2	1	1	3	1	10	4	0	0	0	0	0	1	2	2	3	3
NOV	427	113	1	2	3	1	1	14	5	2	1	1	1	4	4	2	1	3	1
DEC	24	0	1	0	1	0	0	2	1	0	0	0	0	0	1	0	1	0	0
1ST QTR	775	220	4	3	5	4	2	26	10	2	1	2	1	4	6	4	4	6	4
JAN																			
FEB																			
MAR																			
2D QTR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
APR																			
MAY																			
JUN																			
3D QTR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
JUL																			
AUG																			
SEP																			
4TH QTR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FY	775	220	4	3	5	4	2	26	10	2	1	2	1	4	6	4	4	6	4
PREV FY	7250	965	8	6	9	7	10	186	39	5	0	79	0	5	0	0	0	0	0
2D PREV FY	7170	822	6	8	7	9	6	171	21	3	1	84	1	4	0	0	0	0	0

COMMON PROBLEMS: Improper Term of Service, Missing Promotion Documents, Incorrect Enlistment Annexes, Missing Dependency Documents

USAREC Fm 1147, 1 Oct 97

Figure B-4. Sample of a completed USAREC Fm 1147

Appendix C

Defective, Unfulfilled, and Erroneous Enlistments

C-1. General

The USAREC LNCO will detect and resolve erroneous enlistments, defective enlistment agreements, unfulfilled enlistment commitments, and other reported enlistment discrepancies of new accessions assigned to the USARECBN. Retain qualified soldiers on active duty (AD) through the use of renegotiation, simple problem resolution by obtaining documents or forms required, or by use of exception to policy through HQ USAREC (RCRO-PP) to Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel. Those who are not qualified and those who, though qualified, elect separation must be processed in accordance with AR 601-210 or AR 635-200, paragraphs 7-17a(1) and (2), as applicable.

C-2. Definitions

The terms erroneous enlistment, defective enlistment agreement, unfulfilled enlistment, fraudulent entry, and other enlistment discrepancies are defined in AR 635-200, paragraphs 7-15 through 7-17, and in the glossary of this regulation.

C-3. Guidance

This paragraph contains general guidance for resolving claims of unfulfilled enlistment commitments.

a. References.

- (1) AR 601-210.
- (2) AR 601-280.
- (3) AR 612-201.
- (4) AR 614-200.
- (5) AR 635-200.

b. The USAREC LNCO will provide assistance in resolving claims of unfulfilled enlistment commitments by reviewing enlistment documents and interviewing claimants, when requested.

c. All claims which cannot be resolved locally should be forwarded to Commander, United States Total Army Personnel Command (PERSCOM) as outlined in AR 601-210, paragraphs 8-4 and 8-5. The claimant's unit commander is fully responsible for completing and forwarding the claim.

d. An apparent or possible misrepresentation or false promise made by recruiting personnel to induce an applicant to enlist will be treated as misconduct. Cases of this nature will be processed in accordance with appendix D.

C-4. Resolution of erroneous enlistments

When it is confirmed that a soldier has been erroneously enlisted the following actions will be taken:

a. Confirm disqualification. Check REQUEST/KEYSTONE printout for MOS, option, term, etc., and match with soldier's qualifications. Use of QUALS program in REQUEST/KEYSTONE is required. In some cases, enlistment

qualifications are upgraded after an applicant enters the Delayed Entry Program. In these cases, the applicant remains qualified for the original enlistment option unless the change notification message from PERSCOM that provides implementing instructions specifies otherwise.

b. Review soldier's actual qualifications. Verify qualifications (e.g., Armed Services Vocational Aptitude Battery scores, physical profile, and other items required by REQUEST/KEYSTONE).

c. Explain disqualification(s) to the soldier and advise him or her of available alternatives.

d. Enter soldier's actual qualifications in REQUEST/KEYSTONE, and through use of the SEARCH, LOOK-UP, or RESERVATION program, determine those MOS which will accept the qualifications. If the soldier elects to waive his or her original enlistment commitment, and to select an alternate enlistment option obtained through REQUEST/KEYSTONE, proceed to make the appropriate reservation. If the term of enlistment requires a longer period than the original enlistment term (e.g., soldier originally enlisted for 3 years and alternate option selected requires 4 years), the oath of extension of enlistment must be taken before a commissioned officer. Once a new reservation is obtained, remove the original (old) reservation obtained from the "AAGET" program in REQUEST/KEYSTONE. The initial reservation should be retained with the file copy of the waiver action.

e. The appropriate DA Form 3286 (Statements for Enlistment) must be completed by the LNCO and initialed and/or signed by the soldier. The entire document must be completed. The LNCO will act as the witnessing official. The counseling and/or renegotiation document will be retained with the waiver. DA Form 3286 will be retained with the enlistment packet. The LNCO will ensure distribution is made on waiver documents and DA Form 3286 series in accordance with AR 601-210, paragraph 8-3b.

f. USAREC LNCO have the OVERRIDE program available. When the switch is set to "on" AARQST will override and Delayed Entry Program control restrictions. OVERRIDE requires the user to enter the location identification (ID) of the location where the record is being held and the social security number (SSN) of the applicant whose record is to be accessed. When the switch has been changed from "off" to "on" all RUDEP controls will be bypassed. Point of contact for any questions regarding the use of this program is HQ USAREC, Recruiting Operations Directorate, Recruiting Operations Center at (502) 626-0599.

g. Reservations which cannot be accomplished through REQUEST/KEYSTONE should be referred to PERSCOM, Training Input, DSN 221-0225 or commercial (703) 325-0225, for resolution.

h. Erroneous enlistments which are not detected until after submission of the training commitment card (see AR 612-201, chap 4), cannot be resolved through REQUEST/KEYSTONE. Individuals must be reported to PERSCOM by

personnel activity for assignment instructions if they elect to waive their original enlistment option and remain in the Army (AR 601-210, para 8-5).

C-5. EER

USAREC FL 153 (see fig C-1) has been developed to assist the chain of command in identifying enlistment errors made by personnel (recruiter or GC) in a timely manner. Instructions for completing the report are as follows:

a. Enter the soldier's name, SSN, MOS, and entered active duty. Also enter the Rctg Bn of credit.

b. Enter the action initiated.

c. Error made by. List name of recruiter of credit and processing GC (rank, name, and SSN).

d. Discrepancy. Include a brief description of the error. The entry should be clear enough to permit all readers to understand the nature of the error and who committed the error.

e. Reports will be completed the day the discrepancy is discovered.

f. Each problem reported will be placed on a separate USAREC FL 153.

g. USAREC FL 153 will be completed in four copies with distribution as follows:

- (1) Copy 1 - HQ USAREC (RCRO-PP).
- (2) Copy 2 - Appropriate Rctg Bde S-3.
- (3) Copy 3 - Appropriate Rctg Bn S-3.
- (4) Copy 4 - LNCO file.

h. The USAREC LNCO will issue a USAREC FL 153 for any of the following circumstances (other circumstances as deemed necessary by LNCO):

- (1) Incorrect term of enlistment.
- (2) Incorrect program, option, or annex.
- (3) Incorrect pay grade.
- (4) Incorrect order (United States Army Reserve).
- (5) False AABILD information (Drivers License, Math, Science, etc.).

ERRONEOUS ENLISTMENT REPORT

(For use of this form see USAREC Reg 600-8)

TO: Commander U.S. Army Salt Lake City Rctg Bn. 2823 South Redwood Road Salt Lake City, UT 84119			FROM: HQ USAREC LNCO 95th AG Bn, (RECEPT) Building 2858 Fort Sill, OK 73503			
			DSN: 639-2610		COMMERCIAL: (404) 442-2610	
NAME	SSN	RA	USAR	MOS	EAD	RCTG BN/RSID
PAGEL, Michael R.	123-45-6789	X		35Y1	970403	6J1R

FOLLOWING ACTION HAS BEEN INITIATED:

<input type="checkbox"/> WAIVER	<input checked="" type="checkbox"/> ADMINISTRATIVE CORRECTION
<input type="checkbox"/> DISCHARGE/SEPARATION	<input type="checkbox"/> NOT FINALLY DETERMINED
	<input type="checkbox"/> OTHER

APPEARS THAT ERROR WAS MADE BY:

<input type="checkbox"/> RECRUITER: _____	<input type="checkbox"/> MEPS
<input checked="" type="checkbox"/> GUIDANCE COUNSELOR RANK, NAME, AND SSN SFC David Bohac 987-65-4321	<input type="checkbox"/> OTHER: _____

DISCREPANCY (PROVIDE BRIEF SUMMARY FOR EACH SOLDIER IDENTIFIED ABOVE):

Incorrect term of service was listed on DD Form 4/3 (2yrs 6wks), correct term of service is 3 years 00 wks.

SIGNATURE: /signed/	DATE: 970404
----------------------------	---------------------

COPY OF THIS DISCREPANCY HAS BEEN FORWARDED TO:

<input checked="" type="checkbox"/> HQ USAREC, ATTN: RCRO-PP
<input checked="" type="checkbox"/> APPROPRIATE RCTG BDE HQ
<input checked="" type="checkbox"/> APPROPRIATE RCTG BN HQ
<input checked="" type="checkbox"/> APPROPRIATE LNCO FILE

USAREC FL 153, Rev 1 Oct 97 (Previous editions will be used)

Figure C-1. Sample of a completed USAREC FL 153

Appendix D

Recruiting Impropriety and Misconduct Processing

D-1. Guidance

This appendix provides guidance for processing allegations of RI and misconduct.

D-2. RI

a. RI are acts or omissions in violation of law, regulation, policy, or directive with the intent to enlist, transfer between components, or refer a person who is not qualified for enlistment, specific option, MOS, educational benefit category, bonus, other enlistment benefit, or Reserve Officers' Training Corps.

b. Acts or omissions committed through gross negligence resulting in a fraudulent or erroneous enlistment or reporting to AD of persons mentioned above are also considered RI. Gross negligence means a reckless, wanton, or deliberate disregard for the foreseeable results of a particular act or omission.

c. Specific prohibitions are also listed in USAREC Reg 601-45, paragraph 2-3. These are also considered RI.

d. False promise and misrepresentation are considered misconduct and will be reported to the Rctg Bn XO using the same procedures established for reporting alleged RI.

D-3. Allegations

When an allegation of RI is made against a member of USAREC, the USAREC LNCO will take the following actions:

a. Interview the soldier making the allegation.

b. Review soldier's Military Personnel Records Jacket to determine enlistment commitment and processing procedures.

c. Counsel soldier on the type of information which is required to support his or her allegation and obtain a statement detailing the allegation. If at the start or at any time thereafter the LNCO suspects that the soldier may have committed criminal misconduct, the LNCO will advise the soldier of his or her rights to silence and counsel by reading to the soldier and completing DA Form 3881 (Rights Warning Procedure/Waiver Certificate) appropriately. The following information should be included in a sworn statement:

(1) Name of recruiting official involved. If name is unknown, a detailed physical description should be listed to include: Sex, build, race, color of hair and eyes, distinguishing characteristics or traits, and any other information which would assist in identifying the person concerned.

(2) Dates, times, and locations where significant events took place. Obtain appropriate times, dates, and locations if the exact information cannot be recalled.

(3) A detailed description of exactly what the recruiting official is alleged to have said or done (the alleged facts to specific actions of USAREC Reg 601-45, chap 2).

(4) A list of witnesses who can verify the allegation or who have or might have any knowledge concerning the allegation. Include all witnesses; if the names are unknown, a physical description should be provided.

(5) A statement by the soldier explaining why he or she agreed to the fraudulent activity.

(6) The LNCO should question the soldier about each phase of the allegation to ensure that the necessary information is provided. A complete statement will facilitate the final disposition of the allegation.

(7) Address and telephone number where the soldier can be reached if separated from AD; and the name, address, and telephone number of a person who will be able to contact the soldier.

d. The completed statement will be typed or handwritten (printed) in ink on DA Form 2823 (Sworn Statement), signed, and sworn before an officer authorized to administer oaths (Article 36, Uniform Code of Military Justice (UCMJ)).

e. If the statement appears to be incomplete in any respect, the LNCO may insert questions after the body of the statement, typing or handwriting (printing) in ink the soldier's answers after each question.

f. When a soldier making an allegation of RI refuses to provide a sworn statement, an attempt will be made to determine whether there is validity in the allegation. If no information is available which corroborates the oral statement, the LNCO should execute DA Form 2823 indicating exactly what he or she was told by the soldier and reason asserted by the soldier for his or her refusal to sign a written statement. However, every reasonable effort will be made to obtain a sworn statement from the soldier. This will be forwarded to HQ USAREC (RCRO-RI) along with USAREC Fm 315 and all pertinent documents.

g. The LNCO will not attempt to make a final determination concerning the validity of an allegation of RI as outlined in USAREC Reg 601-45. If a soldier makes an allegation, the case will be forwarded as outlined in f above. However, if the soldier merely hints or implies RI have occurred, but refuses to make specific allegations, orally or by written statement, and there is no evidence of RI, then the LNCO need not treat such hints or his or her personal suspicions and hunches as allegations. However, that information may be provided to the Rctg Bn XO for Rctg Bn use.

h. Questionable situations will be referred to the Chief of Recruiting Impropriety and Investigation Division for appropriate determination at DSN 536-0106 or toll free at 1-800-223-3735, extension 6-0106.

D-4. Processing fraudulent and erroneous enlistment involving RI by recruiting personnel

a. The servicing personnel section of the installation is responsible for processing actions initiated under the provisions of AR 635-200. The LNCO will provide support to the installation

in areas such as:

(1) Advice and counsel pertaining to an individual's eligibility for his or her original enlistment.

(2) Informal, and, if appropriate, formal instruction pertaining to completion of DD Form 4 (Enlistment or Reenlistment Document - Armed Forces of the United States), SF 86 (Questionnaire for National Security Positions), and DA Form 3286 series.

(3) If the soldier agrees to make a sworn statement against a member of USAREC, the LNCO will ensure that the statement provides sufficient detail of the allegation to facilitate investigation.

b. The LNCO office is not the proper action office for resolving fraudulent enlistment cases processed under the provisions of AR 635-200. This is the responsibility of the soldier's commander. This does not preclude the LNCO from providing advice and assistance to commanders who are considering an alleged fraudulent enlistment case, if requested.

c. USAREC Fm 315 will be used by the LNCO to identify cases of alleged RI. The LNCO will complete applicable items on the form and forward immediately to the appropriate Rctg Bde. An information copy with enclosures will be forwarded to HQ USAREC (RCRO-PP). Copies of DD Form 4 series, DD Form 1966 (Record of Military Processing - Armed Forces of the United States) series, SF 86, DA Form 3286 series, DA Form 3881, DA Form 2823, and any other pertinent documents (e.g., SF 88 (Report of Medical Examination), SF 93 (Report of Medical History)) will be attached to substantiate the information contained in part II of USAREC Fm 315.

D-5. Instructions for completion of USAREC Fm 315

a. USAREC Fm 315 (see fig D-1) will be used by USAREC LNCO to identify cases of alleged recruiter or GC impropriety. The LNCO will complete applicable items of the form and forward immediately to the commander of the appropriate Rctg Bde. An information copy with enclosures will be forwarded to HQ USAREC (RCRO-RI). Copies of DD Form 4 series, DD Form 1966 series, SF 86, DA Form 3286 series, DA Form 3881, DA Form 2823, and any other pertinent documents (e.g., SF 88, SF 93) will be attached to substantiate the information contained in part II of USAREC Fm 315.

(1) Part I. Self-explanatory. The USAREC LNCO will complete required information.

(2) Part II. To be completed by the USAREC LNCO. Describe as accurately as possible all existing facts and circumstances (i.e., who, what, when, where, why, and how), under which an allegation against a named member of USAREC was made (e.g., soldier was confronted with results of the Entrance National Agency Check (ENTNAC) and/or National Agency Check (NAC) reporting a record not revealed on his or her application for enlistment; soldier is facing UCMJ

action for an in-service offense; soldier's previous request for administrative relief (discharge or reclassification) had failed). Part II should also reflect the current status of the soldier, whether discharge has been approved and, if so, scheduled date of separation.

b. If the soldier agrees to make a sworn statement against a member of USAREC, the LNCO will ensure that the statement provides sufficient details of the allegation to facilitate investigation.

c. USAREC Fm 315 will be completed in five copies with distribution as follows:

- (1) Copy 1 - HQ USAREC (RCRO-PP).
- (2) Copy 2 - HQ USAREC (RCRO-RI).
- (3) Copy 3 - Appropriate Rctg Bde S-3.
- (4) Copy 4 - Appropriate Rctg Bn S-3.
- (5) Copy 5 - LNCO file.

Report of Alleged or Suspected Recruiting Impropriety

(For use of this form see USAREC Reg 600-8)

TO: Commander U.S. Army Beckely Rctg Bn 21 Mallard Court Beckley, WV 25801-3615		FROM: HQ USAREC LNCO 120th AG BN (Receipt) Building 1895 Fort Jackson, SC 29207-6700
PART I: RECRUITER AND SOLDIER IDENTIFICATION DATA		
NAME OF SOLDIER AND SSN: Seagull, Jonathan L., 123-45-6789		RECRUITER OF RECORD, SSN, AND COMPONENT: Recruiter, Ima O., SSG, RA, 987-65-4321
DATE ENLISTED: 20 Apr 97		RECRUITING BATTALION AND RSID: Beckley/105E
ENLISTED FOR: Option 9-4 U.S. Army Airborne Enlsitment Option, MOS 63B1, 4 year enlistment		ARMY GUIDANCE COUNSELOR, SSN, AND COMPONENT: Stubbs, Carl A., 111-11-1111, SFC, RA
PART II: ALLEGATION		
<p>PVT Livingston is married to another service member with dependents under the age of 18. He was not eligible for enlistment without a waiver. PVT Livingston alleges his recruiter was aware of his dependency status and instructed him to conceal the fact that his wife was already on active duty. No dependency waiver was completed.</p> <p>SGM Houle, ODCSPER, granted a waiver telephonically to keep PVT Livingston in the Army.</p>		
THIS (IS <input type="checkbox"/> IS NOT <input type="checkbox"/>) A SOLDIER DISCLOSURE PROGRAM OR MOMENT OF TRUTH ACTION.		
DATE: 21 Apr 97	TYPED NAME OF LNCO: Robert Stewart, SFC	SIGNATURE: /signed/

USAREC Fm 315, Rev 1 Oct 97 (Previous editions will be used)

Figure D-1. Sample of a completed USAREC Fm 315

Appendix E

Liaison Noncommissioned Officer Office Administration

E-1. General

This appendix provides general guidance for the organization, operation, and maintenance of the USAREC LNCO office.

E-2. Space

The USARECBN commander is responsible for providing adequate office space to the USAREC LNCO. The USAREC LNCO is responsible for the organization, operation, and maintenance of the office.

E-3. LNCO office

The senior USAREC LNCO at each installation is responsible for organizing the LNCO office. The office should be physically organized to provide a degree of privacy to each occupant to permit the conduct of personal interviews.

E-4. Logistical and communications support

a. Logistical and communications support is provided by the supporting Rctg Bn designated in paragraph 6g(6). Direct coordination between the LNCO and the Rctg Bn is authorized. In accordance with USAREC Reg 25-10, paragraph 8f, USAREC LNCO will submit requests for communications support to the United States Army Information Systems Command activity servicing the post.

b. The LNCO will comply with the policies and procedures of the supporting Rctg Bn as to logistics and communications. Problems which cannot be resolved will be referred to HQ USAREC (RCRO-PP) NCOIC at DSN 536-0472 or commercial (502) 626-0472.

E-5. REQUEST/KEystone

a. The LNCO will become proficient in the operation of the REQUEST/KEystone terminal as soon as practical after assignment. Compliance with the provisions of USAREC Reg 601-96 is required.

b. REQUEST/KEystone may be used by the LNCO to:

- (1) Cancel reservations for soldiers not qualified for option.
- (2) Make reservations for enlistment options based on valid qualifications.
- (3) Provide qualification data via QUAL programs.
- (4) Provide general information contained in programs.
- (5) Obtain new messages from RCTNEWS program.
- (6) Provide EXPECT reports to USARECBN personnel as required. Other installation users must coordinate with the USARECBN to obtain copies.

E-6. Physical security

a. The senior USAREC LNCO is responsible for the physical security of his or her office. In-

stances of damage or theft of property under USAREC control will be reported immediately to HQ USAREC (RCPER-HR-S), Fort Knox, KY 40121-2726.

b. Material with a CONFIDENTIAL or higher security classification will not be receipted for or retained at the USAREC LNCO office.

c. Each LNCO office will have on file an authorization memorandum specifically designating access to REQUEST/KEystone terminal. In accordance with TASO Handbook, paragraph 5, REQUEST/KEystone/RETAIN office, this document will be updated every 6 months, or whenever an operator leaves the organization, whichever comes first.

d. REQUEST/KEystone and Joint Optical Information Network System computer terminals, software, and computer access codes will be maintained in accordance with AR 380-19 and USAREC Reg 25-1.

E-7. Administration

a. Office hours. The LNCO office will be in operation during normal duty hours of the USARECBN. The office will be manned during the normal lunch hour when two liaisons are assigned. Deviation from these hours of operation will be requested from HQ USAREC (RCRO-PP).

b. Each LNCO office will maintain a log to record the disposition of USAREC Fm 315. A working file of USAREC Fm 315 will be retained. USAREC Fm 315 will be maintained for 12 months, at which time it may be destroyed. Other working files will be maintained as considered necessary.

c. Mail and distribution. The senior LNCO will determine the most effective means of receiving mail and correspondence. Coordination will be made with the Administrative Services Branch, Information Management Directorate, as necessary. Chief of Administrative Services Branch will ensure that each LNCO receives all "A" and "Y" USAREC publications.

Appendix F

Personnel and Administrative Functions

F-1. Purpose

This appendix provides guidance and procedures for expeditious handling of personnel and administrative matters.

F-2. Responsibilities

Each LNCO is responsible for resolution of his or her problems relating to pay, travel, and temporary duty (TDY). Listed below are typical situations and normal channels for proper actions.

a. Pay, TDY, travel, personnel actions, and leave requests. All personnel actions will be submitted to HQ USAREC (RCRO-PP, ATTN: NCOIC), Fort Knox, KY 40121-2726. Regular coordination with the administrative NCO is required. Prior to submission for payment, travel vouchers will be reviewed by HQ USAREC (RCRO-PP, NCOIC) in accordance with USAREC Reg 37-14, paragraph 2-6c, not later than 5 working days after return to duty station. Copies of paid DD Form 1351-2 (Travel Voucher or Subvoucher) will be submitted to the administration NCO when payment is received by the LNCO. Leave requests will be forwarded to HQ USAREC (RCRO-PP, NCOIC) at least 4 weeks prior to requested leave dates.

b. DA Form 2166-7 will be prepared in accordance with AR 623-205. HQ USAREC (RCRO-PP) will maintain control of rating schemes. USARECBN commanders may provide letter input to enlisted evaluation reports.

c. USAREC retains administrative and UCMJ jurisdiction for LNCO unless transferred in accordance with AR 27-10, paragraph 5-2b. LNCO will not be attached to the installation.

d. Each USARECBN will develop a desk standing operating procedure (SOP) which addresses normal processing procedures, points of contact, and unique MOS problems and/or solutions encountered by the installation. A copy of this SOP will be forward to HQ USAREC (RCRO-PP). SOP will be updated at least yearly or when changes occur. The USAREC LNCO SOP is at figure F-1.

**U.S. ARMY RECRUITING COMMAND
LNCO STANDING OPERATING PROCEDURES**

1. MISSION:

a. The primary mission of the USAREC Liaison Noncommissioned Officer (LNCO) is to reduce the attrition rate of new soldiers arriving at the United States Army Reception Battalion (USARECBN). LNCO are the command's quality control representative in detecting unfulfilled, erroneous, and fraudulent enlistments of new soldiers arriving at the USARECBN. LNCO are expected to resolve these problems by reselling enlistment options, renegotiating options (if not qualified for current options), resolving improper or incomplete documentation problems by contacting the appropriate recruiting battalion, and by requesting exceptions to policy to retain a soldier who may not be qualified from the Office of the Deputy Chief of Staff for Personnel (ODCSPER) Sergeant Major or Headquarters, U.S. Army Recruiting Command (RCRO-PP) where warranted.

b. The secondary mission is to assist and advise the installation commander, training brigade and/or battalion commanders and their staff subordinate units, and the USARECBN commander on matters pertaining to the enlistment process.

c. Additional missions include, but are not limited to:

(1) Providing a monthly analysis and report to HQ USAREC, ATTN: RCRO-PP (NCOIC), no later than the fifth working day of each new calendar month. This report will cover erroneous and fraudulent enlistments, identifying trends and guidance counselor common errors, entry level separations, RA and USAR arrivals at the USARECBN, Hometown Recruiter Assistance Program (HRAP) USAREC OP 1 (DA Form 4187), and the number of soldiers briefed on HRAP.

(2) Provide each Rctg Bde and Rctg Bn with a copy of USAREC FL 153 (Erroneous Enlistment Report) immediately upon identification of any erroneous or fraudulent enlistment.

(3) Forward completed ENTNAC to gaining units and assist with reducing ENTNAC holdovers.

(4) Provide the HRAP briefing to new soldiers as they arrive at the USARECBN. Forward completed USAREC OP 1 (DA Form 4187) for any soldier requesting participation in HRAP to USARECBN personnel.

(5) Advise the NCOIC, RCRO-PP, of any procedures, activities, or policies that the USARECBN and training installations may have that could have an adverse impact on the command.

(6) Serve as a link between USAREC and TRADOC on recruiting-related matters.

2. USAREC LNCO OFFICE ADMINISTRATION:

a. The LNCO office will be located in the installation USARECBN.

b. The LNCO office will be in operation during normal duty hours of the USARECBN. Planned absences (i.e., leave, TDY, etc.) will be coordinated with the NCOIC, RCRO-PP, in order for temporary liaison support to be adequately requested. The USARECBN S-3 will be notified when any liaison office is closed.

c. Logistical communication support will be provided by each USARECBN.

d. REQUEST/KEYSTONE will be utilized for verifying data on any personnel referred to the USAREC LNCO office.

e. Any personnel actions or pay problems will be directed to the PSNCO, Recruiting Operations Directorate or the NCOIC, RCRO-PP, as appropriate.

f. Follow guidance and procedures outlined in USAREC Reg 600-8, United States Army Recruiting Command Liaison Noncommissioned Officer at United States Army Reception Battalion.

Figure F-1. USAREC LNCO SOP

Appendix G Flight Physicals

G-1. Purpose

The purpose of this appendix is to provide two management tools that should improve the quality and processing of required flight physicals. The result will be shorter processing times of the flight physicals and a significant reduction in the number of training seats lost due to incomplete physicals. The USAREC LNCO at the United States Army Aeromedical Center at Fort Rucker will improve the processing of these physicals.

G-2. Procedures

Once the flight physical is completed, the Rctg Bn will:

a. Verify that all required flight physical test information and data is entered on SF 88 (fig G-1) and SF 93 (fig G-2), by using the checklist at table G-1. If the physical is missing test information or data, it will be returned to the recruiter or administering facility for completion with the applicant if required.

b. Establish a log that contains the applicant's name, SSN, location the physical was administered, recruiter's name, recruiting station identification code, date the physical was received at the Rctg Bn and mailed to Fort Rucker, a block for the return date, approval or disapproval date, and a remarks block.

c. Attach to the flight physical the completed USAREC Label 16 (Flight Physical Cover Sheet) (see fig G-3) with the appropriate return address and point of contact inside the block at the bottom of the label. The unit ID numbers for each Rctg Bde and Rctg Bn for inclusion on USAREC Label 16 and item 11 of SF 88 are at table G-2.

d. Mail the physical and USAREC Label 16 to: U.S. Army Aeromedical Center, Building 301, Room S-145, ATTN: HSXY-AER (USAREC Liaison), Fort Rucker, AL 36362-5333.

e. Upon approval of the flight physical, complete the log with an approval date and ensure the control number issued by the USAREC LNCO is placed in the Remarks section of DD Form 1966 of the applicant's packet at the Army GC's office. The approved physical will remain with the LNCO at Fort Rucker. The control number will be the verification of an approved physical.

f. When a suitable facility for administering flight physicals is not located within a reasonable driving distance of the applicant, recruiters will contact their Rctg Bn and have the flight physical appointment and transportation scheduled. Rctg Bns may issue travel orders to the closest supporting facility that administers flight physicals.

g. Contact the USAREC LNCO at Fort Rucker for other necessary coordination at commercial (334) 598-8955. Do not, under any circum-

stances call the hospital mailroom at Fort Rucker or the flight surgeon's office at Fort Rucker.

G-3. LNCO duties

a. Maintain log containing the arrival date of the flight physical, applicant's name, SSN, and Rctg Bn. Once logged, file the checklist along with the top copy of USAREC Label 16.

b. Ensure delivery of the physical to the Aeromedical Clinic for their review.

c. When the review has been completed with final determination, telephonically contact the proper Rctg Bn with the results. For approved physicals, a control number will be issued. Disapproved physicals will be mailed to the proper Rctg Bn. The approved flight physical will be filed and maintained until the arrival of the soldier. The log will reflect the date of approval and date soldier arrived for training at Fort Rucker.

d. When the Aeromedical Clinic has determined the physical is missing documents or has incomplete documents, the USAREC LNCO will:

(1) Establish what document is missing or what action is required.

(2) Telephonically contact the originating Rctg Bn to notify them of the deficiency.

(3) Suspend the physical in a holding file for a reasonable time for Rctg Bn followup.

(4) For Warrant Officer Flight Training see USAREC Reg 601-96.

Table G-1

A recruiter's guide to the medical process of class IV flight physicals

The following items must be completed on the SF 88. The SF 88 must be an original or certified true copy.	
Item	Instructions
1.	Name.
2.	Grade/Component.
3.	SSN.
4.	Address.
5.	Purpose.
6.	Date.
7.	Sex.
8.	Race.
10.	Agency.
11.	Organization Unit. Rctg Bn will enter their unit ID number (see table G-2).
12.	Date of Birth.
15.	Exam facility and five-digit code (see fig G-1).
18-43.	Clinical Evaluation must be checked on SF 88. NOTE: In addition to item 23 (Drums), Valsalva must be performed and described on the notes portion of SF 88 (right side portion) as being either normal or abnormal. The same will be applied to item 32 (Anus and Rectum). Digital Rectal Exam and Stool for Blood Test must be described on the Notes portion of SF 88 as either being normal or abnormal. Be sure that both the digital rectal exam and the stool for blood test are included. Females must have a cytology report.

Table G-1**A recruiter's guide to the medical process of class IV flight physicals—continued**

44.	Dental - Acceptable/Abnormal (make sure it has exam).
45.	Urinalysis.
45B.	Albumin. Report Trace P/N.
45C.	Sugar. Report Trace P/N.
	All the above tests must be completed and included on SF 88.
46.	Chest X-Ray (Place, date, film number, and result), actual X-ray is not needed.
47.	Serology (blood test for syphilis). RPR - must state reactive/nonreactive.
48.	EKG - Must accompany packet. Must be original or certified true copy.
49.	DNA Typing - Required if medically indicated.
50.	The following blood tests must be included in item 50 of SF 88:
	a. Cholesterol.
	b. Hematocrit (HCT) or hemoglobin (HGB).
	The following blood tests will also be included in item 50 if the following conditions are applied:
	c. HTLV-III (perform when available).
	d. Sickledex (if previously done, enter result and date).
	e. Fasting Blood Sugar/FBS (required if medically indicated and on all over 40 exams).
	f. HDL Cholesterol and Triglycerides (perform if the fasting cholesterol is greater than 230 MG percent).
51.	Height (inches).
52.	Weight (and percent body fat).
57.	Blood Pressure.
57A.	Sitting.
58.	Pulse.
58A.	Sitting.
59.	Distant Vision.
60.	Refraction by Manifest (required when individual wears corrective lenses).
61.	Near Vision.
62.	Heterophoria (abnormal movement of the eyes). Record values for exo-, and hyperphorias in diopters. If no movement of the eyes is noted, "ORTHO" must be entered. If movement of the eyes is noted, "ABN" must be entered. Near point of convergence (NPC) in millimeter (MM) must be stated. Cover test must be given. Also Esophoria and Exophoria tests must be given.
64.	Color Vision Test - Recommended test Pseudoisochromatic Plates (PIP). Acceptable test Farnsworth Lantern (FALANT). Must have one of these two tests.
65.	Depth Perception - Recommended test VTA-ND (can score A-F, must score at least a "D" or above). Acceptable test Verhoeff Stereomter or Randot (cannot miss even 1 out of 8 0/9. Example: VTA-A through D, pass/Randot 1/8, fail/Verhoeff 0/8, pass. No other stereo vision test is acceptable.

Table G-1**A recruiter's guide to the medical process of class IV flight physicals—continued**

66.	Field of Vision - If normal to confrontation must have "NTC." If abnormal must have "ABN." The word Full or Normal will be acceptable. Just make sure the test is given.
67.	Night Vision - If no history of night vision defect is detected, enter "NIBH" (not indicated by history).
69.	Intraocular Tension - Intraocular pressure reading for both eyes will be entered on item 69. Examples: (OO 12, OS 14), OO stands for right eye, OS stands for left eye, and (OU 12) OU stands for both eyes.
71.	Audiometer must be completed.
72.	Psychological and Psychomotor - "ARMA" (Adaptability Rating for Military Aeronautics) and "RAT" (Reading Alout Test). Must have both tests on item 72. Example: ARMA-SAT, RAT-SAT.
73.	<p>Notes - Examiner will enter notes of examination as necessary. The following statement must be included in item 73. Example: "I understand I must be cleared by a flight surgeon after hospitalization or sick in quarters (AR 600-105); must inform him or her after treatment or activities which may require restrictions (AR 40-8). "I have read AR 40-8. I have informed the examining physician of any changes in my health since last examination."</p> <p>Linear Anthropometric limits must be included in packet. Example:</p> <p>(1) Total Arm Reach (2) Crotch Height (3) Sitting Height</p> <p>A cardiovascular screening will also be included in packet if the following condition applies:</p> <p>a. Required on all over 40 exams.</p> <p>b. Perform if the fasting cholesterol is greater than 230 MG percent.</p> <p>A comes slit lamp examination must also be given.</p>
74.	Summary of Defects, if any.
75.	Recommendations (if any). If there are no abnormalities, the word "None" will be entered.
76.	Physical Profile; must be closed and completed.
77.	Qualification - Qualified or disqualified. (Enter Class II Flight.)
78.	Disqualifying Defects, if any.
79-82.	Flight Surgeon reviewing authority printed name and signature. Physical must be signed or cosigned by a flight surgeon. SF 93 must accompany packet. SF 93 must be original form or certified true copy.

Table G-2
Rctg Bde and Rctg Bn ID codes

Unit	Code
1st Rctg Bde	20136
Albany Rctg Bn	32266
Baltimore Rctg Bn	20136
Beckley Rctg Bn	48026
New England Rctg Bn	19076
Harrisburg Rctg Bn	38136
New York City Rctg Bn	32106
Philadelphia Rctg Bn	38146
Pittsburgh Rctg Bn	38156
Syracuse Rctg Bn	32066
2d Rctg Bde	10196
Atlanta Rctg Bn	10066
Columbia Rctg Bn	40086
Jackson Rctg Bn	24206
Jacksonville Rctg Bn	09046
Miami Rctg Bn	09226
Montgomery Rctg Bn	01136
Nashville Rctg Bn	42086
Raleigh Rctg Bn	33136
Tampa Rctg Bn	10196
3d Rctg Bde	17076
Chicago Rctg Bn	13186
Cleveland Rctg Bn	35196
Columbus Rctg Bn	35206
Great Lakes Rctg Bn	22036
Indianapolis Rctg Bn	14043
Milwaukee Rctg Bn	49046
Minneapolis Rctg Bn	23016
5th Rctg Bde	43336
Dallas Rctg Bn	43406
Des Moines Rctg Bn	15076
Houston Rctg Bn	43416
Kansas City Rctg Bn	23136
New Orleans Rctg Bn	18116
Oklahoma City Rctg Bn	36086
San Antonio Rctg Bn	43476
St. Louis Rctg Bn	25146
6th Rctg Bde	05503
Denver Rctg Bn	06096
Los Angeles Rctg Bn	05526
Phoenix Rctg Bn	03026
Portland Rctg Bn	37036
Sacramento Rctg Bn	05536
Salt Lake City Rctg Bn	44106
Seattle Rctg Bn	47106
Southern California Rctg Bn	05546

17. CLINICAL EVALUATION					
NOR- MAL	(Check each item in appropriate column, enter "NE" if not evaluated.)	ABNOR- MAL	NOR- MAL	(Check each item in appropriate column, enter "NE" if not evaluated.)	ABNOR- MAL
X	A. HEAD, FACE, NECK AND SCALP		X	O. PROSTATE (Over 40 or clinically indicated)	
X	B. EARS - GENERAL (INTERNAL CANALS) (Auditory acuity under items 39 and 40)		X	P. TESTICULAR	
			X	Q. ANUS AND RECTUM (Hemorrhoids, Fistulae) (Hemocult Results)	
X	C. DRUMS (Perforation)		X	R. ENDOCRINE SYSTEM	
X	D. NOSE		X	S. G-U SYSTEM	
X	E. SINUSES		X	T. UPPER EXTREMITIES (Strength, range of motion)	
X	F. MOUTH AND THROAT		X	U. FEET	
X	G. EYES GENERAL (Visual acuity and refraction under items 28, 29, and 30)		X	V. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
X	H. OPHTHALMOSCOPIC		X	W. SPINE, OTHER MUSCULOSKELETAL	
X	I. PUPILS (Equality and reaction)		X	X. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
X	J. OCULAR MOTILITY (Associated parallel movements nystagmus)		X	Y. SKIN, LYMPHATICS	
X	K. LUNGS AND CHEST		X	Z. NEUROLOGIC (Equilibrium tests under item 42)	
X	L. HEART (Thrust, size, rhythm, sounds)		X	AA. PSYCHIATRIC (Specify any personality deviation)	
X	M. VASCULAR SYSTEM (Varicosities, etc.)			BB. BREASTS	
X	N. ABDOMEN AND VISCERA (Include hernia)			CC. PELVIC (Females only)	

NOTES: (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 42 and use additional sheets if necessary)

VALSALVA-WNL
DIGITAL RECTAL-WNL
STOOL FOR BLOOD-WNL

(*WNL= WITHIN NORMAL LIMITS)

(SF 88 MUST BE ORIGINAL OR CERTIFIED TRUE COPY)

(FOR FEMALE APPLICANT INCLUDE PAP SMEAR OR COPY OF LAST PAP RESULTS IF WITHIN LAST 6 MONTHS)

18. DENTAL (Place appropriate symbols, shown in examples, above or below number of upper and lower teeth.)															REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES						
RIGHT	$\begin{array}{ccc} & 0 & \\ 1 & 2 & 3 \\ \hline 32 & 31 & 30 \\ & 0 & \end{array}$			Restorable Teeth	$\begin{array}{ccc} & / & \\ 1 & 2 & 3 \\ \hline 32 & 31 & 30 \\ & / & \end{array}$			Non-restorable Teeth	$\begin{array}{ccc} & X & \\ 1 & 2 & 3 \\ \hline 32 & 31 & 30 \\ & X & \end{array}$			Missing Teeth	$\begin{array}{ccc} X & X & X \\ 1 & 2 & 3 \\ \hline 32 & 31 & 30 \\ X & X & X \end{array}$			Replaced by Dentures	$\begin{array}{ccc} (& X &) \\ 1 & 2 & 3 \\ \hline 32 & 31 & 30 \\ (& X &) \end{array}$			Fixed Partial Dentures	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16					
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17					
															ACCEPTABLE						

19. TEST RESULTS (Copies of results are preferred as attachments)

A. URINALYSIS: (1) SPECIFIC GRAVITY 1.025		B. CHEST X-RAY OR PPD (Place, date, film number and result)	
(2) URINE ALBUMIN NBG	(4) MICROSCOPIC		
(3) URINE SUGAR NBG	WNL		
C. SYPHILIS SEROLOGY (Specify test used and results) RPR NEG		D. EKG WNL	E. BLOOD TYPE AND RH FACTOR
		F. OTHER TESTS CHOLESTEROL - 198 HCT - 42 OR HGB - 16 SICKLEDEX NEG	

STANDARD FORM 88 (Rev. 10-94)
Prescribed by GSA/ICMR FIRM (41 CFR) 201-9.202-1

Figure G-1. Sample of a completed SF 88

NAME DOE, JOHN				IDENTIFICATION NUMBER				NO. OF SHEETS ATTACHED																																											
MEASUREMENTS AND OTHER FINDINGS																																																			
20. HEIGHT 68		21. WEIGHT 150		22. COLOR HAIR BROWN		23. COLOER EYES HAZEL		24. BUILD <input type="checkbox"/> SLENDER <input checked="" type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE				25. TEMPERATURE 98.6																																							
26. BLOOD PRESSURE (Arm at heart level)						27. PULSE (Arm at heart level)																																													
A. SITTING SYS. 140 DIAS. 90		B. RECUMBENT SYS. 140 DIAS. 90		C. STANDING (5 mins.) SYS. 140 DIAS. 90		A. SITTING 100		B. RECUMBENT 115		C. STANDING (3 MINS) 100		D. AFTER EXERCISE 100		E. 2 MINS. AFTER STAND 3 MIN 100																																					
28. DISTANT VISION				29. REFRACTION				30. NEAR VISION																																											
RIGHT 20/ 20		CORR. TO 20/		BY S.		CX		20/20		CORR. TO		BY																																							
LEFT 20/ 20		CORR. TO 20/		BY S.		CX		20/20		CORR. TO		BY																																							
31. HETEROPHORIA (Specify distance)																																																			
ESO 8		EXO 8		R.H. 1.0		L.H. 1.0		PRISM DIV.		PRISM CONV. CT		PC 70 MM		PD																																					
32. ACCOMMODATION				33. COLOR VISION (Test used and result)				34. DEPTH PERCEPTION (Test used and score)				UNCORRECTED																																							
RIGHT LEFT				PIPTEST 3/14 PASS				VTA-ND THRU D				CORRECTED																																							
35. FIELD OF VISION				36. NIGHT VISION (Test used and score)				37. RED LENS TEST				38. INTRAOCULAR TENSION																																							
RIGHT FULL OR LEFT NORMAL				NIBH								RIGHT OD17 LEFT OS17																																							
39. HEARING				40. AUDIOMETER								41. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and scores)																																							
RIGHT WV /15 SV /15				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td><td>250</td><td>500</td><td>1000</td><td>2000</td><td>3000</td><td>4000</td><td>6000</td><td>8000</td> </tr> <tr> <td></td><td>256</td><td>512</td><td>1024</td><td>2048</td><td>2896</td><td>4096</td><td>6144</td><td>8192</td> </tr> <tr> <td>RIGHT</td><td></td><td>25</td><td>25</td><td>25</td><td>35</td><td>45</td><td>45</td><td></td> </tr> <tr> <td>LEFT</td><td></td><td>25</td><td>25</td><td>25</td><td>35</td><td>45</td><td>45</td><td></td> </tr> </table>									250	500	1000	2000	3000	4000	6000	8000		256	512	1024	2048	2896	4096	6144	8192	RIGHT		25	25	25	35	45	45		LEFT		25	25	25	35	45	45		ARMA - SAT RAT - DAT			
	250	500	1000	2000	3000	4000	6000	8000																																											
	256	512	1024	2048	2896	4096	6144	8192																																											
RIGHT		25	25	25	35	45	45																																												
LEFT		25	25	25	35	45	45																																												
LEFT WV /15 SV /15																																																			
42. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY																																																			
<div style="display: flex; justify-content: space-between;"> <div> TOBACCO USE YES NO CIGARETTES YES NO CIGARS YES NO PIPE YES NO CHEWING TOBACCO YES NO SNUFF YES NO </div> <div> ANTHROPOMETRIC LIMITS (1) TOTAL ARM REACH 164 CM (2) CROTCH HEIGHT 75 CM (3) SITTING HEIGHT 95 CM </div> </div>																																																			
INFORMATION USED ON ASSOCIATED RISKS AND BENEFITS OF STOPPING TOBACCO USE DISCUSSED. YES N/A (Use additional sheets if necessary)																																																			
43. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)																																																			
44. RECOMMENDATIONS - FURTHER SPECIALIST EXAMINATIONS INDICTED (Specify)																																																			
NONE																																																			
45A. PHYSICAL PROFILE																																																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>P</td><td>U</td><td>L</td><td>H</td><td>E</td><td>S</td> </tr> <tr> <td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td> </tr> </table>												P	U	L	H	E	S	1	1	1	1	1	1																												
P	U	L	H	E	S																																														
1	1	1	1	1	1																																														
46. EXAMINEE (Check)																																																			
A. <input checked="" type="checkbox"/> IS QUALIFIED FOR																																																			
B. <input type="checkbox"/> IS NOT QUALIFIED FOR																																																			
47. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER																																																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>A</td><td>B</td><td>C</td><td>E</td> </tr> <tr> <td>X</td><td></td><td></td><td></td> </tr> </table>												A	B	C	E	X																																			
A	B	C	E																																																
X																																																			
48. TYPED OR PRINTED NAME OF PHYSICIAN IMA PHYSICIAN, CPT, USA								SIGNATURE //S//																																											
49. TYPED OR PRINTED NAME OF PHYSICIAN IAM FLIGHT SURGEON, LTC, USA, (MUST BE FLIGHT)								SIGNATURE //S//																																											
50. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)								SIGNATURE																																											
51. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY								SIGNATURE																																											

STANDARD FORM 88 (Rev. 10-94) BACK

Figure G-1. Sample of a completed SF 88 (Continued)

REPORT OF MEDICAL HISTORY (THIS INFORMATION IS FOR OFFICIAL AND MEDICALLY -CONFIDENTIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS)													
1. LAST NAME -- FIRST NAME -- MIDDLE NAME DOE, JOHN MICHAEL						2. SOCIAL SECURITY OR IDENTIFICATION NO. 000-00-0000							
3. HOME ADDRESS (No. street or RFD, city or town, State, and ZIP CODE) COMPLETE ADDRESS						4. POSITION (title, grade, component) BLANK							
5. PURPOSE OF EXAMINATION CLASS II OR IV				6. DATE OF EXAMINATION DATE		7. EXAMINING FACILITY OR EXAMINER, AND ADDRESS (Include ZIP code) PHYSICAL EXAM SECTION US ARMY HEALTH CLINIC DUGWAY, UT 84444							
8. STATEMENT OF EXAMINEE'S PRESENT HEALTH AND MEDICATIONS CURRENTLY USED (Follow by description of past history, if complaint exists)													
I AM IN _____ HEALTH LIST MEDICATIONS: (IF NONE, SO STATE) LIST ALLERGIES: (IF NONE, SO STATE) SIGNATURE _____						PHYSICAL MUST BE ORIGINAL FORM OR CERTIFIED TRUE COPY							
9. HAVE YOU EVER (Please check item)													
YES	NO	(Check each item)											
	<input checked="" type="checkbox"/>	Lived with anyone who had tuberculosis											
	<input checked="" type="checkbox"/>	Coughed up blood											
	<input checked="" type="checkbox"/>	Bled excessively after injury or tooth extraction											
	<input checked="" type="checkbox"/>	Attempted suicide											
	<input checked="" type="checkbox"/>	Been a sleepwalker											
10. DO YOU (Please check item)													
YES	NO	(Check each item)											
	<input checked="" type="checkbox"/>	Wear glasses or contact lenses											
	<input checked="" type="checkbox"/>	Have vision in both eyes											
	<input checked="" type="checkbox"/>	Wear a hearing aid											
	<input checked="" type="checkbox"/>	Stutter or stammer habitually											
	<input checked="" type="checkbox"/>	Wear a brace or back support											
11. HAVE YOU EVER HAD OR HAVE YOU NOW (Please check item)													
YES	NO	DON'T KNOW	(Check each item)				YES	NO	DON'T KNOW	(Check each item)			
	<input checked="" type="checkbox"/>		Scarlet fever, erysipelas					<input checked="" type="checkbox"/>		Cramps in your legs			
	<input checked="" type="checkbox"/>		Rheumatic fever					<input checked="" type="checkbox"/>		Frequent indigestion			
	<input checked="" type="checkbox"/>		Swollen or painful joints					<input checked="" type="checkbox"/>		Stomach, liver, or intestinal trouble			
	<input checked="" type="checkbox"/>		Frequent or severe headache					<input checked="" type="checkbox"/>		Gall bladder trouble or gallstones			
	<input checked="" type="checkbox"/>		Dizziness or fainting spells					<input checked="" type="checkbox"/>		Jaundice or hepatitis			
	<input checked="" type="checkbox"/>		Eye trouble					<input checked="" type="checkbox"/>		Adverse reaction to serum, drug or medicine			
	<input checked="" type="checkbox"/>		Ear, nose, or throat trouble					<input checked="" type="checkbox"/>		Broken bones			
	<input checked="" type="checkbox"/>		Hearing loss					<input checked="" type="checkbox"/>		Tumor, growth, cyst, cancer			
	<input checked="" type="checkbox"/>		Chronic or frequent colds					<input checked="" type="checkbox"/>		Rupture/hernia			
	<input checked="" type="checkbox"/>		Severe tooth or gum trouble					<input checked="" type="checkbox"/>		Piles or rectal disease			
	<input checked="" type="checkbox"/>		Sinusitis					<input checked="" type="checkbox"/>		Frequent or painful urination			
	<input checked="" type="checkbox"/>		Hay fever					<input checked="" type="checkbox"/>		Bed wetting since age 12			
	<input checked="" type="checkbox"/>		Head injury					<input checked="" type="checkbox"/>		Kidney stone or blood in urine			
	<input checked="" type="checkbox"/>		Skin diseases					<input checked="" type="checkbox"/>		Sugar or albumin in urine			
	<input checked="" type="checkbox"/>		Thyroid trouble					<input checked="" type="checkbox"/>		VD-Syphilis, gonorrhea, etc.			
	<input checked="" type="checkbox"/>		Tuberculosis					<input checked="" type="checkbox"/>		Recent gain or loss of weight			
	<input checked="" type="checkbox"/>		Asthma					<input checked="" type="checkbox"/>		Arthritis, Rheumatism, or Bursitis			
	<input checked="" type="checkbox"/>		Shortness of breath					<input checked="" type="checkbox"/>		Bone, joint or other deformity			
	<input checked="" type="checkbox"/>		Pain or pressure in chest					<input checked="" type="checkbox"/>		Lameness			
	<input checked="" type="checkbox"/>		Chronic cough					<input checked="" type="checkbox"/>		Loss of finger or toe			
	<input checked="" type="checkbox"/>		Palpitation or pounding heart					<input checked="" type="checkbox"/>		Painful or "trick" shoulder or elbow			
	<input checked="" type="checkbox"/>		Heart trouble					<input checked="" type="checkbox"/>		Recurrent back pain			
	<input checked="" type="checkbox"/>		High or low blood pressure					<input checked="" type="checkbox"/>					
13. WHAT IS YOUR USUAL OCCUPATION?													
14. ARE YOU (Check one)													
<input checked="" type="checkbox"/> Right handed <input type="checkbox"/> Left handed													

Figure G-2. Sample of a completed SF 93
UPDATE • USAREC Reg 600-8

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED YES MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT	
	X	15. Have you been refused employment or been unable to hold a job or stay in school because of: A. Sensitivity to chemicals, dust, sun- light, etc.	
	X	B. Inability to perform certain motions.	
	X	C. Inability to assume certain positions.	
	X	D. Other medical reasons (If yes, give reasons.)	
	X	16. Have you ever been treated for a mental condition? (If yes, specify when, where, and give details.)	
	X	17. Have you ever been denied life insurance? (If yes, state reason and give details.)	
	X	18. Have you had or have you been advised to have, any operations? (If yes, describe and give age at which occurred.)	
	X	19. Have you ever been a patient in any type of hospitals? (If yes, specify when, where, why, and name of doctor and complete address of hospital.)	
	X	20. Have you ever had any illness or injury other than those already noted? (If yes, specify when, where, and give details.)	
	X	21. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past 5 years for other than minor illnesses? (If yes, give complete address of doctor, hospital, clinic, and details.)	
	X	22. Have you ever been rejected for military service because of physical, mental, or other reasons? (If yes, give date and reason for rejection.)	
	X	23. Have you ever been discharged from military service because of physical, mental, or other reasons? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability.)	
	X	24. Have you ever received, is there pending, or have you applied for pension, or compensation for existing disability? (If yes, specify what kind, granted by whom, and what amount, when, why.)	
<p>I certify that I have reviewed the foregoing information supplied by me and that it is true and complete to the best of my knowledge. I authorize any of the doctors, hospitals, or clinics mentioned above to furnish the Government a complete transcript of my medical record for purposes of processing my application or service.</p>			
TYPED OR PRINTED NAME OF EXAMINEE DOE, JOHN M.		SIGNATURE /SIGNED/	
NOTE: HAND TO THE DOCTOR OR NURSE, OR IF MAILED MARK ENVELOPE " TO BE OPENED BY MEDICAL OFFICER ONLY." 25. Physician's summary and elaboration of all pertinent data (Physician shall comment on all positive answers in items 9 through 24. Physician may develop by interview any additional medical history he deems important, and record any significant findings here.)			
TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER NAME		DATE DATE	SIGNATURE /SIGNED/
			NUMBER OF ATTACHED SHEETS

REVERSE OF STANDARD FORM 93

Figure G-2. Sample of a completed SF 93 (Continued)

FLIGHT PHYSICAL COVER SHEET
(For use of this label see USAREC Reg 600-8)



TO: Commander, U.S. Army Aeromedical Center, ATTN: RCRO-PP-LNCO, Fort Rucker, AL 36362

SUBJECT: Determination of Acceptability and Routing of Flight Physical

Name: Kuzma, Michael A.

SSN: 123-45-6789

Brigade: 6th Rctg Bde

Unit ID Number: 5503

Battalion: Denver Rctg Bn

Unit ID Number: 6096

Remarks: MOS 93C

Active Duty Date: 6 Jun 97

AIT Start Date: 22 Aug 97

The attached Flight Physical is cleared for final determination at Fort Rucker Aeromedical Center:

MSG Carl Slade, Opns NCOIC /s/

(Rctg Bn Point of Contact, Signature, Rank, and Position)

ATTENTION AEROMEDICAL CENTER/USAREC LIAISON

For questions about the attached physical reply to:

USAREC Label 16, Rev 1 Oct 97 (Previous editions are obsolete)

Part 1: USAREC LIAISON

Figure G-1. Sample of a completed USAREC Label 16

Appendix H

Entrance National Agency Check and National Agency Check Procedures

H-1. Policy

The role of the USAREC LNCO is paramount with regard to the proper handling of ENTNAC and NAC results. The training base is the usual handoff point for all results of ENTNAC and NAC forwarded to the training base from Rctg Bns. This handoff of ENTNAC and NAC results is auditable, therefore, special care must be exercised when forwarding results of ENTNAC and NAC to the responsible individuals at the training base. It is at this point that USAREC relinquishes control of results to the training base.

H-2. General

Some soldiers will be granted an exception to ship to the training base without ENTNAC or NAC results. In these cases, Rctg Bns will forward results, whether favorable or possible match, to the USAREC LNCO. In order to account for all forwarding activity, both on the part of the Rctg Bn and the USAREC LNCO, the procedures must be strictly adhered to.

H-3. Procedures

a. Rctg Bns will verify the location of each soldier upon receipt of ENTNAC results using the USAREC mainframe computer. Once the sol-

dier's location is verified, the results will be faxed to the appropriate USAREC LNCO or TRADOC security manager. The USMEPCOM PCN ZHM 001 (Possible Match), DIS Form 1 (Rap Sheet), and SF 86 will be included in the faxed packet. Once the ENTNAC have been faxed, send the USAREC LNCO a memorandum on cc:Mail identifying all the ENTNAC that have been faxed with their name and SSN with a return receipt requested. Once the USAREC LNCO has received the message, a copy of the receipt will be placed in the file, closing the loop.

b. Upon receipt of a faxed ENTNAC, the following actions will be taken by the USAREC LNCO:

(1) A tracking log will be maintained by each LNCO to track ENTNAC received. It may consist of the ENTNAC memorandum from each Rctg Bn or may be a local form as determined by each LNCO.

(2) Deliver the forwarded documents directly to the responsible individual at the training base (see table H-1). USAREC LNCO will maintain a log of received ENTNAC cases. Request that the receiving individual sign the log to acknowledge receipt. In cases where the receiving individual refuses to sign the log, the liaison will annotate the refusal on the log with the name and position of the person the documents were delivered to.

(3) File the tracking log in a three-ring binder,

labeled "ENTNAC/NAC Tracking Log FY XX" (97, 98, 99, etc.). Maintain a separate binder for each fiscal year.

c. When the Rctg Bn receives a possible match notification on a soldier at your location the USMEPCOM PCN ZHM 001 will be faxed to you. The LNCO will deliver the document to the responsible individual and ensure "Possible Match ENTNAC" is submitted on the soldier. This is an early notification for the training base. When the Rctg Bn receives the DIS Form 1, it too will be faxed to your location, and the same delivery will take place. Possible match packets, once complete, will be forwarded using the local log for tracking purposes. In these cases, the same procedures as explained above will take place.

d. When results are forwarded to the LNCO for a soldier who has already departed to the gaining unit, the LNCO will reply back to the appropriate Rctg Bn via cc:Mail with the correct location of the soldier. The Rctg Bn will then send the ENTNAC to the proper location using the same procedures.

e. LNCO will monitor ENTNAC holdovers at the training base. Submit a weekly report to HQ USAREC (RCRO-PP) showing soldier's name, AIT graduation date, and the enlisting Rctg Bn ID. (See sample report at fig H-1.)

f. LNCO will assist in moving soldiers off of holdover status if the soldier is qualified.

ENTNAC HOLDOVER STATUS REPORT			
USAREC LIAISON OFFICE FORT KNOX, KY 40121			
WEEK OF 3-7 JUNE 1997			
A. HOLDOVERS THIS WEEK:			4
NAME	SSN	AIT GRADE DATE	RCTG BN ID
JENSEN, KELLY N.	000-00-0000	970324	3D
FLOOD, KAREN	000-00-0000	970228	4K
HERMENING, KELLY	000-00-0000	970412	4L
KESSLER, BARRY	000-00-0000	970412	6K
B. HOLDOVERS RELEASED THIS WEEK:			3
JOHNSON, OZELL	000-00-0000	970412 4K	FAV
GREEN, ALPHONSA	000-00-0000	970331 1B	DOSSIER/DISCH
PAGEL, MICHAEL A.	000-00-0000	970227 6F	WVR

Figure H-1. Sample weekly ENTNAC Holdover Report

Table H-1
Security managers (point of contact)

ADDRESS	TELEPHONE NUMBERS
Alabama	
Commander U.S. Army Chemical and Military Police Centers and Fort McClellan ATTN: AZTN-PTS-C Fort McClellan, AL 36205-5000	Commerical (202) 238-5790 DSN 865-5790/4406/5891 FAX DSN 865-5872
Commandant U.S. Army Ordnance, Missile and Munitions Center and School ATTN: ATSK-AS Redstone Arsenal, AL 35897-6000	DSN 746-3547/1561 Commercial (205) 876-1561 FAX (205) 842-8583
Commander U.S. Army Aviation Center and Fort Rucker ATTN: ATZQ-DPT-S Fort Rucker, AL 36362-5000	Commercial (205) 255-2200 DSN 558-3729/2200 FAX DSN 558-2622
Alaska	
Commander U.S. Army Garrison and Fort Richardson ATTN: DPSM Fort Richardson, AK 99505	Commerical (907) 384-2191 FAX (907) 384-0076
Arizona	
Commander U.S. Army Intelligence Center and Fort Huachuca ATTN: ATZL-LSS Fort Huachuca, AZ 85613-6000	DSN 879-2102/2105/2109 Commercial (520) 538-2102/2105/2109 FAX (520) 538-8106
California	
Commandant Defense Language Institute & Foreign Language Center ATTN: ATFL-MIB-P Presidio of Monterey, CA 93944	DSN 878-5653/5168 Commercial (408) 242-5653/5168 FAX (408) 242-6851
Commander U.S. Army National Training Center ATTN: SSO Irwin Fort Irwin, CA 92310-5047	DSN 470-3041 Commercial (619) 380-3041 FAX (619) 380-5774
Colorado	
Commander Fort Carson ATTN: ISD-DPTM Fort Carson, CO 80913	DSN 691-3418 Commercial (719) 526-3418 FAX (719) 526-3996
Europe	
Commander 64th Replacement Detachment Unit 73770 ATTN: Training and Security Manager APO AE 09050 Germany	When forwarding results to Europe, use a DA Form 200 (Transmittal Letter) in lieu of faxing the ENTNAC results. Post the USAREC Fm 1055 (No ENTNAC Results Returned Log) with the receiving individual's name upon return of the DA Form 200.

Table H-1
Security managers (point of contact)—continued

Florida	
Commander D Co. 344th MI Bn ATTN: Security Manager Pensacola, FL 32511-5000	DSN 922-6480/6119 Commerical (904) 452-6480/6119 FAX (904) 452-6800 <i>(For MOS 25V and some 98 series)</i>
Georgia	
Commander U.S. Army Signal Center and Fort Gordon ATTN: ATZH-DPS Fort Gordon, GA 30905-5000	DSN 780-1982/5551 Commercial (404) 791-1982/5551 FAX (404) 791-3478
Commander 24th Infantry Division and Fort Stewart ATTN: AFZP-DSS (ACofS, G-2/DSEC) Fort Stewart, GA 31314-5000	DSN 870-3772 Commercial (912) 767-3772 FAX (912) 767-2994
Hawaii	
Commander US Army Garrison-Hawaii ATTN: DPT-MSEC Schofield Barracks, HI 96857	Commercial (808) 655-8875 FAX (808) 655-6833
Kansas	
Commander U.S. Army Combined Arms Command and Fort Leavenworth ATTN: ATCL-GCJ-S (PMO Security Office) Fort Leavenworth, KS 66027-5000	DSN 552-3687 Commercial (913) 684-3687 FAX (913) 684-1794
Commander Fort Riley ATTN: AFZN-GS-DS (Mr. Utton) Bldg 509 Fort Riley, KS 66442	DSN 856-3607 Commerical (913) 239-3607 FAX (913) 239-2198
Kentucky	
G-2/Director of Security 101st ABN Division of Fort Campbell 2402 Indiana Avenue (ATTN: Mr. Hill) Fort Campbell, KY 42223-5332	DSN 635-3502/3624 Commercial (502) 798-3502/3624 FAX (502) 798-0180
Commander U.S. Army Armor Center and Fort Knox ATTN: ATZK-DS Fort Knox, KY 40121-5000	Commercial (502) 624-1425 DSN 464-7186/1580/1549 FAX DSN 464-4820
Korea	
Commander 1st Replacement Company ATTN: Security Officer APO, AP 96205	When forwarding results to Korea, use a DA Form 200 in lieu of faxing the ENTNAC results. Post the USAREC Fm 1055 with the receiving individual's name upon return of the DA Form 200.
Louisiana	
Commander JRTC-END-Fort Polk ATTN: AFZX-PTMF-SEC Fort Polk, LA 71459-6230	DSN 863-6836 Commercial (318) 531-6836 FAX (318) 531-0125

Table H-1
Security managers (point of contact)—continued

Maryland	
Commander U.S. Army Ordnance Center and School ATTN: ATSL-DOS-IM-S Aberdeen Proving Grounds, MD 21005-5201	DSN 298-3885 Commercial (410) 278-9006 FAX (410) 278-2545
Commaander U.S. Army Garrison-Fort Meade ATTN: ANME-OPI (Security Division) Fort Meade, MD 20755-5090	DSN 923-3400 Commercial (301) 677-3400 FAX (301) 677-6211
Mississippi	
Commander E Co, 58th Transportation Bn (NCTC), Army Detachment Gulfport, MS 39501-5003	DSN 868-2320 Commercial (601) 871-2709/2591/2707 FAX (601) 871-2320 (For MOS 51B)
Missouri	
Commander U.S. Army Combined Arms Support Command ATTN: ATZT-PTM-I Fort Leonard Wood, MO 65437-5000	Commercial (314) 734-1302 DSN 676-7003/7028/7040 FAX DSN 676-5062
New York	
ATTN: Security Division Directorate of Plans, Training, Mobilization and Security 10000 10th Mountain Division Drive Fort Drum, NY 13602-5019	DSN 341-5003 Commercial (315) 772-5003 FAX (315) 772-6826 Include note "place in soldier's 201 file" with fax
North Carolina	
Commander 18th Airborne Corps and Fort Bragg ATTN: AFZA-DS-P Fort Bragg, NC 28307-5000	DSN 236-3613 Commercial (910) 396-3613 FAX (910) 396-3953
Oklahoma	
Commander U.S. Army Field Artillery Center and Fort Sill ATTN: ATZR-TC Fort Sill, OK 73503-5000	Commercial (405) 351-2397 DSN 639-5640/2914/2397 FAX DSN 639-6205
Panama	
Commander USARSO Unit 7152 ATTN: SOPR-AGP-X APO, AA 34004	When forwarding results to Panama, use a DA Form 200 in lieu of faxing the ENTNAC results. Post the USAREC Fm 1055 with the receiving individual's name upon return of the DA Form 200.
South Carolina	
Commander U.S. Army Training Center and Fort Jackson ATTN: ATZJ-FTM-S Fort Jackson, SC 29207-5000	Commercial (813) 751-6018 DSN 879-2012/2104/2112 FAX DSN 879-8016

Table H-1
Security managers (point of contact)—continued

Texas	
Commander III Corp and Fort Hood ATTN: AFZF-DS-SC Fort Hood, TX 76544-5056	DSN 737-7003 Commercial (817) 287-7003 FAX (817) 288-7970
Commander USAADACENFB ATTN: ATZC-DPT-SC 1733 Pleasonton Road Fort Bliss, TX 79916-6816	DSN 978-3935/2926 Commercial (915) 568-3935/2926 FAX (915) 568-5410
Commander U.S. Army Garrison ATTN: MCGA-PA-AT Bldg 1290 1706 Stanley Road Fort Sam Houston, TX 78234-5018	DAN 471-3016 Commercial (210) 221-3016 FAX (210) 221-5049
Virginia	
Commander U.S. Army Transportation Center and Fort Eustis ATTN: ATZF-PTS Fort Eustis, VA 23604-5242	DSN 927-5014/5009 Commercial (757) 878-5009 FAX (757) 878-2809
Department of the Army Training/Student Processing Branch ATTN: ATZM-AGT 2501 C Avenue Fort Lee, VA 23801-1715	DSN 687-7771 Commercial (804) 734-7771 FAX (804) 734-7110
Commander Fort Monroe ATTN: ATZG-PMS Fort Monroe, VA 23651-6000	Commercial (757) 727-2541 DSN 680-2541/2669 FAX (757) 727-2440
Headquarters U.S. Army Element, School of Music 1420 Gator Blvd, NAB-LC Norfolk, VA 23521-2617	DSN 680-7506 Commercial (757) 464-7506 FAX (804) 464-7551
Washington	
Commander I Corp and Fort Lewis ATTN: AFZH-PTM-S (MS16) Box 339500 Fort Lewis, WA 98433-9500	DSN 357-2464 Commercial (206) 967-2464 FAX (206) 967-0689

Appendix I

Hometown Recruiter Assistance Program

I-1. Purpose

This appendix provides guidance for the USAREC LNCO pertaining to HRAP (USAREC Reg 601-103).

I-2. Responsibilities

USAREC LNCO are responsible for management and promotion of HRAP at their training installations. LNCO are the subject matter experts for this program at their installation.

I-3. Procedures

All LNCO are required to brief all qualified in-processing soldiers at their USARECBN. This briefing will include:

- a. Participation eligibility requirements.
- b. Duties while participating in HRAP.
- c. An explanation of "Permissive TDY" status.
- d. Oversee the proper completion of USAREC OP 1 (HRAP (DA Form 4187)) (fig I-1) and file in the new soldier's field 201 file.

I-4. Followup

The LNCO will followup with training brigade HRAP point of contact and training student records section to ensure HRAP volunteers are being processed.

I-5. Briefings

The LNCO will brief training commanders and their staff on HRAP to encourage new soldier participation.

I-6. Eligibility and qualification for HRAP participants

- a. To be eligible for HRAP duty, a soldier must volunteer to perform HRAP duty in a permissive TDY status at no cost to the Government and be:
 - (1) Graduating from one station unit training or AIT, or be
 - (2) A permanent party soldier in grade E-4 or below.
- b. Must be stationed in the continental United States or be on orders for an overseas assignment.
- c. Must be a high school diploma graduate from the area in which they are volunteering for HRAP duty. Alternate high school credential holders are not eligible (i.e., GED) for participation in the program.
- d. Cannot be more than 25 years of age.
- e. Must reside within 50 miles of the nearest recruiting station.
- f. Must meet height and weight standards of AR 600-9 (no exceptions).
- g. Permanent party soldiers must be recommended by their chain of command.

PERSONNEL ACTION For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	Title 5, Section 3012; Title 10, USC, E.O. 9397.	
PRINCIPAL PURPOSE:	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (<i>Section III</i>).	
ROUTINE USES:	To initiate the processing of a personnel action being requested by the soldier.	
DISCLOSURE:	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (<i>Include ZIP Code</i>)	2. TO (<i>Include ZIP Code</i>) HQ USAREC RCRO-PP (HRAP Manager) Fort Knox, KY 40121	3. FROM (<i>Include ZIP Code</i>) Commander A Co 2d Bn 16th Cav Fort Knox, KY 40121
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (<i>Last, First, MI</i>) Jensen, Amanda J.	5. GRADE OR RANK/PMOS/AOC SPC/46R10	6. SOCIAL SECURITY NUMBER 111-22-3333
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty station is changed from <u>Present for Duty</u> to _____ <u>Permissive TDY</u> effective <u>0001</u> hours, _____ 19 _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (<i>Check as appropriate</i>)		
<input type="checkbox"/> Service School (<i>Enl only</i>)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (<i>Enl only</i>)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (<i>Enl only</i>)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (<i>Specify</i>)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Permissive TDY (HRAP)
9. SIGNATURE OF SOLDIER (<i>When required</i>) /signed/		10. DATE 1 Jun 97
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
<p>I understand that this absence is not directed by any official of the U.S. Government and I am participating in the hometown Recruiter Assistance Program on a volunteer basis. Accordingly, I will not be entitled to reimbursement for travel, per diem, or any other expenses. I understand that I have the right to cancel at any time and return to my regular place of duty.</p> <p style="text-align: right;">Requestor Signature: <u>/signed/</u></p> <p>Leave address and telephone number with area code: <u>7882B Estrada, Ft. Knox, KY 40121 (111) 111-1111</u></p> <p>High school graduated from: <u>Fort Knox High School, Fort Knox, KY (May 97)</u></p> <p>Current age: <u>18</u></p> <p>Recruiting station commander certification of HRAP participation: Soldier arrived for HRAP duty on _____ (Date) Soldier departed HRAP duty on _____ (Date)</p> <p style="text-align: right;">Recruiting Station Commander Signature: _____</p>		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (<i>Section II</i>) or that the request for personnel action (<i>Section III</i>) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE Charles H. Henderson LTC, AG, Commanding	13. SIGNATURE /signed/	14. DATE 6 Jun 97

Figure I-1. Sample of a completed USAREC OP 1

Appendix J

Reference Publications Library

J-1. General

This appendix establishes the minimum reference standards for the USAREC LNCO office. The library must provide reference support for the LNCO to allow review of enlistment contracts and other entitlements. The supporting Rctg Bn is responsible for procuring requested publications in a timely manner. The LNCO will provide requests for support as necessary.

J-2. List of publications

Library content must include but is not limited to personnel procurement, personnel management, and personnel separations. The following list is required:

- a. AR 25-400-2.
- b. AR 58-1.
- c. AR 135-91.
- d. AR 135-178.
- e. AR 135-180.
- f. AR 135-200.
- g. AR 135-205.
- h. AR 135-210.
- i. AR 140-1.
- j. AR 140-10.
- k. AR 140-111.
- l. AR 140-158.
- m. AR 380-19.
- n. AR 385-55.
- o. AR 601-1.
- p. AR 601-210.
- q. AR 601-270.
- r. AR 611-201.
- s. AR 612-201.
- t. AR 614-200.
- u. AR 635-5.
- v. AR 635-5-1.
- w. AR 635-200.
- x. DA Pam 25-30.
- y. DA Pam 351-4.
- z. USAREC Reg 25-1.
- aa. USAREC Reg 56-1.
- ab. USAREC Reg 350-7.
- ac. USAREC Reg 600-8.
- ad. USAREC Reg 600-22.
- ae. USAREC Reg 600-25.
- af. USAREC Reg 601-45.
- ag. USAREC Reg 601-73.
- ah. USAREC Reg 601-96.
- ai. USAREC Pam 350-2.
- aj. USMEPCOM Reg 601-23.
- ak. USMEPCOM Reg 611-1.
- al. USMEPCOM Reg 611-3.

Glossary

Section I Abbreviations

AD
active duty

AIT
advanced individual training

CG
Commanding General

EER
Erroneous Enlistment Report

ENTNAC
Entrance National Agency Check

GC
guidance counselor

HQ USAREC
Headquarters, United States Army Recruiting Command

HRAP
Hometown Recruiter Assistance Program

ID
identification

LNCO
liaison noncommissioned officer

MOS
military occupational specialty

NAC
National Agency Check

NCO
noncommissioned officer

NCOIC
noncommissioned officer in charge

PERSCOM
United States Total Army Personnel Command

Rctg Bde
recruiting brigade

Rctg Bn
recruiting battalion

REQUEST
Recruit Quota System

RI
recruiting impropriety

SOP
standing operating procedure

SSN
social security number

S-3
operations officer

TDY
temporary duty

TRADOC
United States Army Training and Doctrine Command

UCMJ
Uniform Code of Military Justice

USAREC
United States Army Recruiting Command

USARECBN
United States Army Reception Battalion

XO
executive officer

Section II Terms

administrative error
Any error in enlistment documentation which does not affect the validity of the contract, is not in contradiction with any contractual commitment made to the soldier, and can be resolved through the use of DA Form 4187 (Personnel Action).

defective enlistment agreement
A defective enlistment agreement exists when the member was eligible for enlistment in the Army, but did not meet the prerequisites for the option for which enlisted. This situation exists in the following circumstances:

- A material misrepresentation by recruiting personnel upon which the member reasonably relied and thereby was induced to enlist for the option, or;
- An administrative oversight or error on the part of recruiting personnel in failing to detect that the member did not meet all the requirements for the enlistment commitment, and;
- The member did not knowingly take part in the creation of the defective enlistment.

erroneous enlistment
An enlistment is erroneous if:

- It would not have occurred had the relevant facts been known by recruiting personnel or had appropriate directives been followed.
- It was not the result of fraudulent conduct on the part of the member.
- The defect is unchanged in material respect.

fraudulent entry
The procurement of an enlistment through any deliberate material misrepresentation, omission, or concealment of information. If this information

had been known and considered by the Army at the time of enlistment, rejection might have resulted. This includes all disqualifying information requiring a waiver. (See AR 635-200, paras 7-17a(1) and (2), for two tests which must be applied in each case of suspected fraudulent enlistment.)

- First test. Is the concealed information in fact disqualifying? Any waivable or nonwaivable disqualification concealed, omitted, or misrepresented constitutes fraudulent entry.
- Second test. Has the potential disqualifying information been verified (e.g., the soldier admits concealing burglary (meets first test) but verification reveals the charge was downgraded to trespassing, a nondisqualifying minor nontraffic offense).

other enlistment discrepancies

An administrative oversight or error on the part of recruiting personnel in failing to detect that the member was fully eligible and qualified for a recruiting incentive program (e.g., Loan Repayment Program, Army College Fund, etc.) which was not offered to the member.

report of separation

Results from any contract discrepancy affecting enlistment guarantees which cannot be resolved and results in separation.

unfulfilled enlistment

An unfulfilled enlistment commitment exists when the member received a written enlistment commitment from recruiting personnel for which the member was qualified, but which cannot be fulfilled by the Army, and the member did not knowingly take part in the creation of the unfulfilled enlistment commitment.

waiver

Satisfactory resolution of any contract discrepancy which affects the enlistment guarantee and may have resulted in a discharge.